

**Questions and Answers
The Work for Success RFP
December 20, 2013**

1. Who are the eligible fathers for the Work for Success program?

Eligible fathers are non-custodial dads receiving DCF services who owe child support.

Note: This is an update to the description of eligible fathers in the RFP.

2. Is the cost of curriculum included in the TA or does the applicant need to budget for that?

Curriculum for staff will be provided. The applicants will need to budget for the cost of manuals for estimated at \$15 per mentor and \$27 per dad.

3. How does the grantee get all the different components completed?

The grantee will provide the full range of services in partnership with other organizations in the community. The grant awardee would need to have collaborative partnerships with: Child Support Services (CSS), Economic Employment Services (EES), healthy relationship skills, and Domestic violence prevention group—all of these partnerships will require a memorandum of understanding (MOU).

4. Does the MOU need to be in place prior to applying?

MOUs are not required for the proposal. Letters of support are to be included for partnering agencies.

5. Are letters of support needed from Connections to Success (CTS), CSS and EES?

No letters of support are required from these agencies. CTS, CSS, EES will support any awarded organization.

6. Does the family violence prevention program need to be certified by the Kansas Coalition Against Sexual and Domestic Violence (KCSDV)?

The domestic violence prevention group does not need to be certified by KCSDV.

7. We have a relational skills training group in place and staff within our own agency that can provide that. Do we need an outside agency or can we provide within?

Services will be provided within the applicant's organization or through a community partnership.

8. Are there particular certifications/licensures you are looking for?

The RFP does not call for particular certifications or licensures for this program.

9. Where does the volunteer component fit into role functions? Would that be the mentoring component of the program?

The volunteer functions include activities such as mentoring, helping train fathers on computers, serving meals, helping with mock interviews and providing transportation.

10. Are you expecting multiple cohorts to go through with new fathers starting each month for example, or one group who runs through the whole time?

This is up to the applicant to propose.

11. Is this a renewable grant?

The grant can be renewed for up to two times.

12. If we only have experience for example with 'work readiness, should we still apply?

Applicants are to propose how all services will be provided within their organization and through community partnerships.

13. Why is the award more in certain areas?

The two factors in the award amount differences are the population size and the location of the gaps in services.

14. Do you have data on where fathers are?

There are approximately 550 eligible fathers in the preferred South East region. There are approximately 2,200 eligible fathers in the Wichita region. There are approximately 700 eligible fathers in the West region.

15. Is the grantee expected to serve the entire area?

The location for services will be proposed by the applicants.

16. Is the grantee expected to have a presence in each location for which they apply?

The intent of the RFP is for the applicant to have a presence in the community they propose to provide services.

17. Is there a match requirement for this grant?

There is no match requirement for this grant.

18. Can this grant provide food and beverage...for example, fathers in class?

As long as the cost is not entertainment, food and beverage are allowed.

19. Are the incentives only for fathers or can they be provided to the volunteers?

The incentives that DCF will provide are for the fathers completing the program.

20. Is an 'overhead rate' allowed?

Indirect costs are allowable up to 15%.

21. With the grant for Connections to Success, will that cover cost of lodging/travel for those to be trained?

Connections to Success will cover their staff's cost of lodging and travel. The applicant will need to budget their staff's cost of lodging and travel.

22. Are the outcomes based on fathers enrolled or fathers who completed some portion of the program?

Outcomes will be based on the number of fathers who complete the two week Work Readiness training.

23. Are mentors required to have a KBI background check? What are the qualifications for the mentors?

In the Connections to Success model, mentors/volunteers must be older than 18 and are required to pay for and pass their background check.

24. How are DCF incentives determined?

The incentives for men participating in the program are determined by their eligibility criteria and earned by their actions and accomplishments at a standard rate.

25. Will DCF contact eligible fathers?

DCF will provide addresses for eligible fathers.

26. Does the conflict of interest need to be signed by all board members?

The conflict of interest statement needs to be signed by all board members. Placing all signatures on one statement is acceptable.

27. Does the whole organization chart need to represent the whole organization or just the local program?

The organizational chart is to represent the agency that is applying for the grant.

28. Do you have a logic model template?

The RFP does not provide a template for a logic model.

29. When we are writing our proposal what is the best format to use?

DCF strongly recommends following the outline and instructions provided titled what a proposal should include.

30. Are there any limits on the length of the proposal?

The section "program narrative" is limited to 40 pages. Anything over 40 pages will not be read.

31. What was the staff to client ratio for the Connections to Success program?

There is no reference to staff to client ratio in the RFP. The applicant may choose to include one in their proposal.

32. Is it possible to apply for multiple regions with one proposal so that we could maximize resources – for example having one Project Director or Trainer that would serve both East and Wichita regions?

An applicant may apply for multiple regions. It is possible that an applicant would not be awarded for all regions for which they apply.

33. Is it acceptable to have one staff person responsible for multiple job functions?

It is acceptable to have one staff person for multiple job functions.

34. Can you provide an estimate of the # of fathers to be served per region within the course of one year?

The applicant may propose the number of fathers to be served.

35. The RFP targets Southeast Kansas for East Region, are their particular counties where these services are needed?

The counties are Allen, Bourbon, Neosho, Crawford, Montgomery, Labette and Cherokee.

36. With the short time frame on this grant, notification of grant award 1/29/2014 and start up 2/1/2014, can you clarify the expectation for start-up? How soon will we be expected to have staff in place?

It is anticipated that training and technical assistance between CTS and the grantee will commence early February.

37. What is the payment process for this grant? Will we be expected to submit expenses for reimbursement or will we be paid up front in a lump sum or in increments?

Grantee will submit a monthly financial report, including narrative reports of expenditures for payment.

38. Our understanding is that the motivation for fathers to maintain involvement in this program if forgiveness of the amount of their arrears from the state, is this correct?

The DCF incentives provided for this program are based on eligibility criteria and actions and accomplishments.